

FCS05 – SOP for Inventory of the Controlled Dangerous Substances Lab

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1. Scope

- 1.1. This document establishes the procedures for tracking laboratory inventory, such as chemical reagents, reference standards, evidence, case files, equipment, and consumable items, as well as storage of the aforementioned items.

2. Background

- 2.1. To establish a procedure for laboratory inventory in order to track and maintain a functional and secure laboratory.

3. Safety

- 3.1. Read Safety Data Sheets (SDS) to determine the safety hazards for chemicals and reagents used in the standard operating procedures.
- 3.2. Wear personal protective equipment (e.g., lab coat, gloves, mask, eye protection), when carrying out standard operating procedures (SOPs).

4. Materials Required

- 4.1. Not applicable

5. Standards and Controls

- 5.1. Not applicable

6. Calibration

6.1. Not applicable

7. Procedures

7.1. General Inventory Procedures

7.1.1. Inventory logs will be kept in either handwritten or digital format.

7.1.1.1. Written logs will be maintained in the laboratory and will not be removed.

7.1.1.2. Digital logs shall have access restricted to Forensic Chemistry Unit (FCU) employees and relevant personnel.

7.1.2. Inventory logs shall be maintained and updated continuously as inventory is added or removed.

7.1.2.1. Logbooks should be updated as soon as possible after adding or removing inventory covered by a logbook.

7.1.3. A quarterly inventory audit shall be performed in order to ensure that inventory logs are up to date and accurate.

7.1.3.1. The audit will be performed by the FCU Manager, or designee.

7.2. Chemical Inventory Procedures

7.2.1. Chemicals shall be stored in chemical cabinets designated for flammables, acids, or bases based on whether they are acids, bases, or neither.

7.2.2. Locations of chemicals shall be tracked in an Excel sheet in the FCU shared folder.

7.2.2.1. Each chemical cabinet shall be labeled and, where practical, barcoded.

7.2.3. Chemicals shall not be removed from the lab without documentation on the chemical logbook. If a chemical is used partially and returned to its cabinet immediately, it does not need to be recorded.

7.2.4. Drug standards shall not be removed from the laboratory except for disposal purposes.

7.2.5. Chemicals that are used up shall be marked on the logbook as empty or discarded.

7.2.6. Chemicals shall be isolated and disposed of when they have expired in order to prevent use of expired reagents.

7.2.6.1. Expiration date of chemicals is set as 10 years from the date of receipt of that chemical or the manufacturer's expiration date.

7.3. Drug Standards Inventory Procedures

- 7.3.1. Reference standards and secondary/retained standards are stored according to FCS03-SOP for Ordering, Receiving, and Storage of Controlled Dangerous Substances.
- 7.3.2. Logbook kept for both reference standards and secondary/retained standards
 - 7.3.2.1. Logbook must be filled out when using a standard and shall be marked when a standard is used up/empty/discarded.
- 7.3.3. All Controlled Dangerous Substances shall be kept in locked freezers when not in use.

7.4. Casework/Sample Inventory

- 7.4.1. Cases in the Forensic Chemistry Laboratory that are not currently assigned to a chemist for analysis shall be stored in the secure Drug Vault.
- 7.4.2. A list of cases currently in the Evidence Vault shall be maintained continuously in an Evidence Logbook.
- 7.4.3. When a case is assigned to a chemist or returned to the Evidence Vault, it shall be documented in a Laboratory Information Management System (LIMS), electronic equivalent, or on a paper chain of custody, as appropriate, and shall be recorded in the Evidence Logbook.
- 7.4.4. Evidence Retention Policy
 - 7.4.4.1. Samples shall be returned to the agency which requested the analysis after the analysis has been completed.
 - 7.4.4.2. Analyzed samples shall be stored in the Evidence Vault until returned to the requesting agency.

7.5. Case File Inventory

- 7.5.1. Unless authorized by the FCU Manager, case files shall be kept in the Consolidated Forensics Laboratory and must not be removed from the building.
 - 7.5.1.1. Copies of the case file shall be provided upon a discovery request.

7.6. Equipment Inventory Procedures

- 7.6.1. A logbook of all equipment in FCU's possession shall be maintained.
- 7.6.2. A maintenance logbook shall also be provided for all equipment which must track calibration dates and instrument status.

7.7. Consumable Item Inventory Procedures

- 7.7.1. A record of consumable item purchases will be maintained, but there will be no inventory log to track consumable items.

8. Sampling

8.1. Not applicable

9. Calculations

9.1. Not applicable

10. Uncertainty of Measurement

10.1. Not applicable

11. Limitations

11.1. See specific SDS for information on how to properly store and handle chemicals.

11.2. This SOP does not cover safe use of equipment, just storage and inventory.

12. Documentation

12.1. Inventory and Maintenance Logbooks

12.2. Evidence Logbook

13. References

13.1. Forensic Chemistry Unit Quality Assurance Manual, (current revision).

13.2. DFS Departmental Operations Manuals, (current revisions).